

NEC3 Designation Committee: *The Designation Process*

Step 1: Hold Stakeholder Meetings and Form a Coalition

NEC3 has hosted 2 stakeholder meetings. The first meeting was held on November 8, 2010 at Mahoney State Park. The second meeting was held on February 24, 2011 in Lincoln. NEC3 expects to host 2-3 stakeholder meetings per year. Committees and work groups will meet more frequently (once a month or more). The NEC3 Board will meet on a quarterly and as-needed basis.

Step 2: Appoint a Coordinator

Based on comments received following the November stakeholder meeting, the NEC3 Steering Committee has deferred the decision for appointing a coordinator to the Designation Committee as part of developing the NEC3 3-Year Plan. NEO staff has been serving as the default interim coordinator.

Step 3: Access the Local Marketplace for Alternative Fuels

As part of the designation process, NEC3 must demonstrate to DOE that a healthy regional marketplace for alternative fuels exists in Nebraska. This information will be collected through a comprehensive stakeholder survey developed by the NEC3 Designation Committee. This step will require a working group within the Designation Committee and participation from our stakeholders.

Step 4: Set Goals and Develop Action Steps

Assessing the data collected from the stakeholder survey, NEC3 can set realistic petroleum reduction goals and target specific steps to achieve them. *Clean Cities goal: displace 2.5 billion gallons of petroleum per year from the transportation sector by 2020.*

Step 5: Develop a 3-Year Program Plan

Developing, implementing and monitoring progress of the NEC3 3-Year Program Plan is the primary function of the Designation Committee. The NEC3 3-Year Program Plan is the main document that will be reviewed by DOE during the designation process. The Plan includes a detailed overview of the coalition, the coordinator, board members and stakeholders as well as our current and planned program efforts over the next three years. The 3-Year Plan is monitored and reported regularly to DOE.

Step 6: Apply for Designation

Submit hard copy and electronic copy of finalized 3-Year Program Plan to DOE for review. NEC3 will select a presentation team from the Board and committees to participate in a webinar with DOE officials in DC and the regional manager. DOE will provide any recommended changes or accept the plan as is. The webinar will be detailed and will take 1.5 – 2 hours.

Step 7: Sign Stakeholder Memorandum of Understanding (MOU) and Celebrate Designation

After completing the webinar and receiving DOE approval of the Program Plan, all stakeholders sign a non-binding MOU between and among themselves.

Next Steps: 1) select Designation Committee Chairperson; 2) create work groups (stakeholder survey; Program Plan); 3) schedule work group meetings

NEC3 Designation Committee: *Work Groups*

Stakeholder Survey Work Group

The first step in developing the 3-Year Program Plan is to analyze the local alternative fuel marketplace. DOE recommends that coalitions create a comprehensive stakeholder survey that identifies the following:

- Number and type of alternative fuel vehicles (AFVs) and hybrids currently on the road and/or projected to be sold or purchased within the next 3 years
- The amount of alternative fuels used and produced in the coalition area (state of Nebraska)
- Idle reduction technologies employed
- Fuel economy measures undertaken (some public fleets are regulated under EPA's Act and require fuel economy standards and benchmarks, other private fleets may have voluntary fuel economy schedules)

The Stakeholder Survey will inform the goals and action steps detailed in the 3-Year Program Plan by the Program Plan work group.

3-Year Program Plan Work Group

The NEC3 3-Year Program Plan is the key deliverable and responsibility of the Designation Committee. The 3-Year Program Plan will include the following:

- An introduction and coalition overview
- Information about the coalition coordinator
- Details about the stakeholders (roles and commitments)
- Details about coalition governance and structure (board of directors, work groups, committees)
- A discussion of ongoing Clean Cities activities (includes the information from the stakeholder survey)
- Coalition goals for the next three years – includes projections for vehicle conversions/sales, refueling infrastructure development and action steps in achieving these goals.